

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-110	Page: 1	of: 1
Title: Course Coordinator Responsibilities for Initial Student Testing		
Regulatory Authority: 12VAC5-31-1470		
Date of Issue: December 1, 2002	Effective Date: July 1, 2008	

- A. For BLS programs the Course Coordinator will be responsible to insure that all students successfully completing their courses have been provided the necessary documentation of eligibility for certification testing, to include the following:
1. A **Primary Eligibility Notice** issued by the Office of EMS after submission of the web based Course Student Disposition Report (CSDR) form.
 2. **Parental Approval** – The Course Coordinator must insure that each student enrolled in a BLS program who was less than eighteen (18) years of age on the beginning date of the course has an individual parental permission form available for review at the state test site.
 3. The **Letter of Accommodation** issued from the Office, if applicable
 4. **Virginia EMS Certification Application** – To streamline the process at the Consolidated Test Site, the Course Coordinator should provide the First Responder or EMT-Basic Candidate with a Virginia EMS Certification Application, which should be completed prior to arrival at the test site.
- B. For ALS programs the Course Coordinator will be responsible to insure that all students successfully completing their course have the necessary documentation of eligibility for certification testing, that includes:
1. A **Primary Eligibility Notice** issued by the Office of EMS after submission of the web based Course Student Disposition Report (CSDR) form.